



ELECTROLUX

EMEA Parts & Accessories Webshops

User Manual

Version
0.0

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EMEA PARTS & ACCESSORIES WEBSHOPS

USER MANUAL



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REVISION HISTORY

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1 DOCUMENT SCOPE

This user manual describes how to use PMI for Electrolux/AEG/Zanussi application.

At this scope, the document refers to the following contents:

- How to Login
- How to Logout
- How to search a SKU
- How to Save Search
- Report Information form
- Product Master details page
- Maintenance
- Production
- My details
- Forgot my password



2 HOW TO LOGIN

Once the user is on the Login page of the CMS application (see next figure), complete the procedure as follow:

1. Enter the email
2. Enter the password

Figure 1: Login form

3. Click on Login button.
4. The application redirects the user to the Search page

Figure 2: Search page – Landing page

3 HOW TO LOGOUT

The user can Logout to the CMS application by selecting the “Logout” link in the upper right corner of the page, as showed in the following figure.

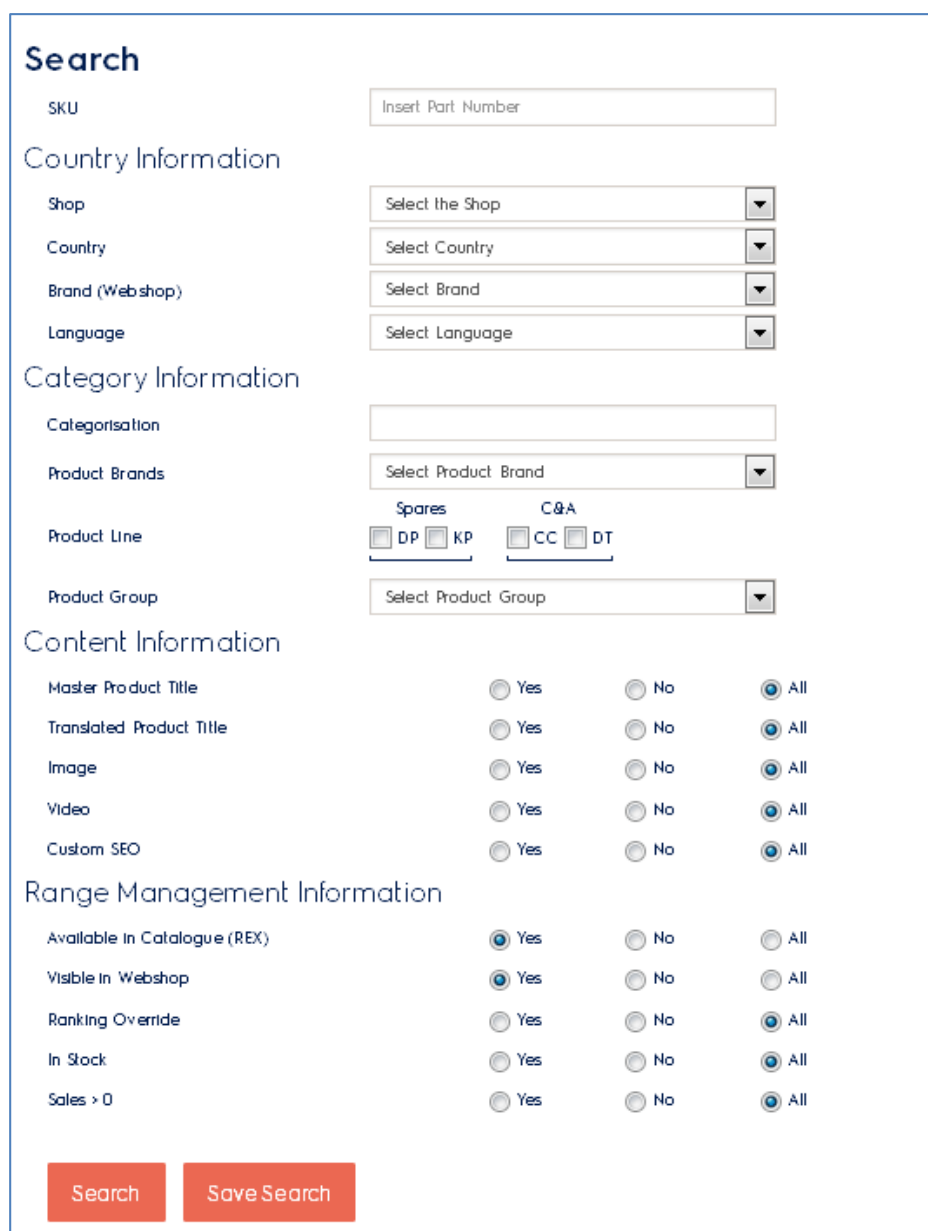
Figure 3: Logout link

4 HOW TO SEARCH A SKU

Once logged in the application redirects the user to the Search form, otherwise, the "Search" page is accessible by the top navigation menu. The following figures show the top navigation menu and the search panel.



Figure 4: Top navigation menu



Search

SKU

Country Information

Shop

Country

Brand (Webshop)

Language

Category Information

Categorisation

Product Brands

Product Line

Spares ☐ DP ☐ KP

C&A ☐ CC ☐ DT

Product Group

Content Information

Master Product Title ☐ Yes ☐ No ☒ All

Translated Product Title ☐ Yes ☐ No ☒ All

Image ☐ Yes ☐ No ☒ All

Video ☐ Yes ☐ No ☒ All

Custom SEO ☐ Yes ☐ No ☒ All

Range Management Information

Available in Catalogue (REX) ☒ Yes ☐ No ☐ All

Visible in Webshop ☒ Yes ☐ No ☐ All

Ranking Override ☐ Yes ☐ No ☒ All

In Stock ☐ Yes ☐ No ☒ All

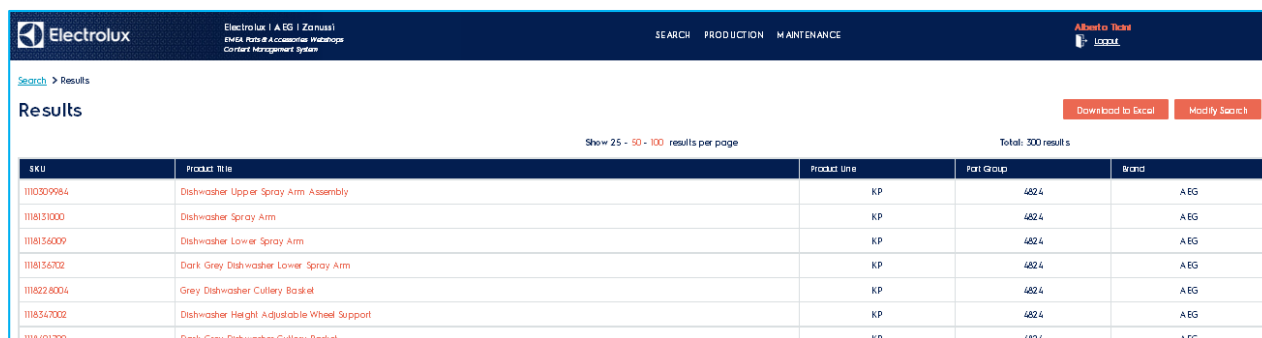
Sales > 0 ☐ Yes ☐ No ☒ All

Figure 5: Search panel

The user can search for a particular SKU by inserting the number of the SKU in the first field of the form or by selecting one or more attributes about the product and then click search.

The “search” button will redirects the user to the Results page.

The following figure shows the Results page, in the next figure is displayed the results about a search by shop.



The screenshot shows the Electrolux website's results page. The header includes the Electrolux logo, navigation links (SEARCH, PRODUCTION, MAINTENANCE), and a user profile icon. The main content area displays a list of results for a search. The table below represents the data shown in the screenshot.

SKU	Product Title	Product Line	Part Group	Brand
1110309984	Dishwasher Upper Spray Arm Assembly	KP	482.4	AEG
1118131000	Dishwasher Spray Arm	KP	482.4	AEG
1118156009	Dishwasher Lower Spray Arm	KP	482.4	AEG
1118156702	Dark Grey Dishwasher Lower Spray Arm	KP	482.4	AEG
1118228004	Grey Dishwasher Cutlery Basket	KP	482.4	AEG
1118347002	Dishwasher Height Adjustable Wheel Support	KP	482.4	AEG
1118401700	Dark Grey Dishwasher Cutlery Basket	KP	482.4	AEG

Figure 6: Results list

5 HOW TO SAVE SEARCH

The user can save searches by selecting "Save Search" button displayed in the search page near the "Search" button, see figure 5.

From the Results page, the user can click on "Modify search" button in the upper right corner to return back in the search page.

"Save search" button redirects the user to the following popup:

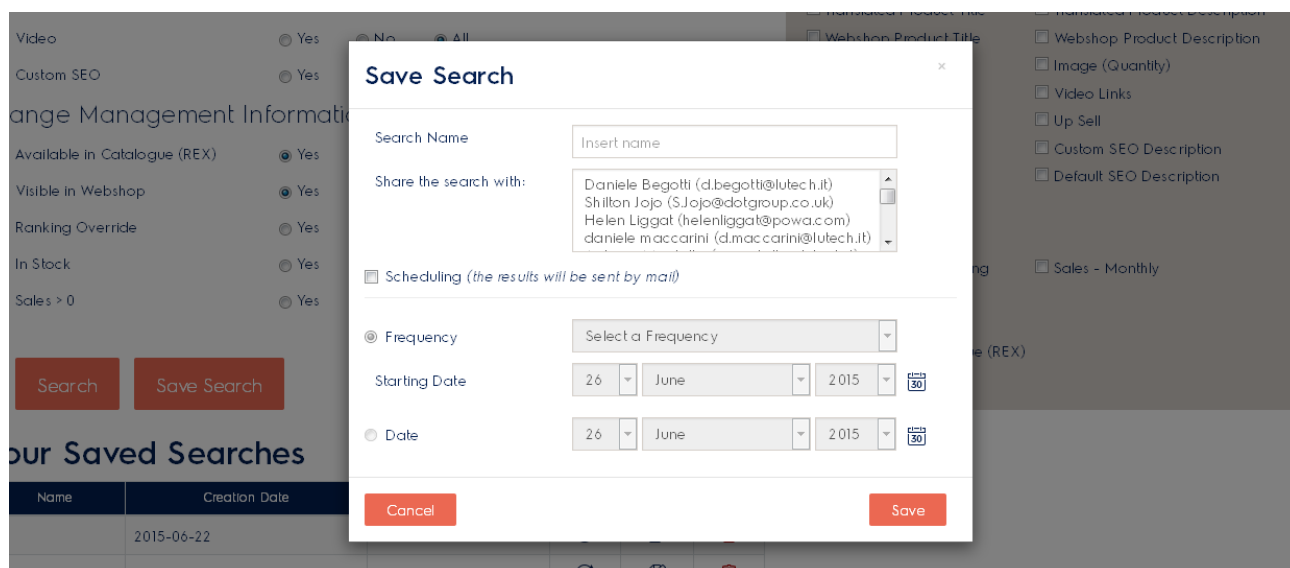


Figure 7: Save search popup

By this window the user can:

- Give a name to the search
- Select the user with share the search.
 - All the selected users will have their "Your Saved search" table updated with the same search
- Decide if schedule the search
 - If the search will be scheduled, all the people selected to share the data will receive an email with the results of the search each time that the user run the search

Once saved, the "Your Saved Search" table will be updated with the new data.

New search →

Your Saved Searches						
Name	Creation Date	Schedule	Actions			
kp	2015-06-22	--				
test	2015-05-25	--				

Figure 8: Saved search table



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Each saved search can be:

- Re-search: run the search using the saved details;
- Amended: only the saving attributes of the popup can be edited (name of the search, scheduling, people with share the search);
- Removed from the saved search table.



6 REPORT INFORMATION

Report information is a list about all the attributes that a SKU has. This list is displayed near the search form and by selecting these attributes the user can decide what to show in the results page (each attribute will be a new column in the results table).

The following figures display the report list with the first two attribute selected and then the result page considering the report information checked.

Report Information
Please select the information that will be visible in your report document.

SKU Information

- ☒ Commercial Reference
- ☒ EAN Code

Country/Webshop Information

- ☐ Shop
- ☐ Country
- ☐ SOP
- ☐ Webshop Brand
- ☐ Language

Category Information

- ☐ Product Brand
- ☐ Category
- ☐ Product Line
- ☐ Price Point Family
- ☐ Subcategory
- ☐ Product Group

Content Information

- ☐ Price Inc VAT (currency)
- ☐ Price ex VAT (currency)
- ☐ Price In Euro
- ☐ Master Product Title
- ☐ Translated Product Title
- ☐ Webshop Product Title
- ☐ Image Links
- ☐ Video Types
- ☐ Cross Sell
- ☐ Custom SEO Title
- ☐ Default SEO Title
- ☐ Disclaimer
- ☐ Master Product Description
- ☐ Translated Product Description
- ☐ Webshop Product Description
- ☐ Image (Quantity)
- ☐ Video Links
- ☐ Up Sell
- ☐ Custom SEO Description
- ☐ Default SEO Description

Range Management

- ☐ Sales - 12 Month Rolling
- ☐ Sales - Monthly
- ☐ Ranking Score
- ☐ Stock Information
- ☐ Available in Catalogue (REX)

Figure 9: Report list

Results

Download to Excel Modify Search

Show 25 - 50 - 100 results per page Total: 100 results

SKU	Product Title	Commercial Reference	EAN Code
1110309984	Dishwasher Upper Spray Arm Assembly	CCM123	EAN123

Figure 10: Results page – report information details



7 PRODUCT MASTER DETAILS PAGE


The product master details page refers to all the information related to the product and this page is accessible by the products listed in the results page.

The following figures show how to access to the details of the product.

Results		
Show 25 - 50 - 100 results per page		
SKU	Product Title	Pro
1110309984	Dishwasher Upper Spray Arm Assembly	
1118131000	Dishwasher Spray Arm	
1118136009	Dishwasher Lower Spray Arm	
1118136702	Dark Grey Dishwasher Lower Spray Arm	
1118228004	Grey Dishwasher Cutlery Basket	
1118347002	Dishwasher Height Adjustable Wheel Support	
1118401700	Dark Grey Dishwasher Cutlery Basket	

Figure 11: Results page

Product Master Details



1118401700 - Dark Grey Dishwasher Cutlery Basket

Product Description
If you are losing cutlery in the bottom of your dishwasher, it's probably time to replace the cutlery basket. This replacement is made of dark grey plastic. It has 6 compartments with optional covers and a handle for easy removal from the dishwasher.

Dimensions 10 x 20 x 30 M

Pack Size 10

Categorisation:
Dishwashers > Dishwashers > Detergent Dispensers

Video Types:
AEG_ENG Videos
ELX_ENG Videos
ZAN_ENG Videos

Replaces

Product Codes

Product Title & Descriptions

Price, Availability, Sales & Disclaimer

Shop Level

Figure 12: Product Master details

The details of the product are composed by multiple parts, as showed in the above figure:

- Generic details
- Product codes
- Product Titles and Descriptions
- Price, Availability, Sales and Disclaimers
- Shop level

The visualisation and the possibility to edit depends on the role assigned to the user.

7.1 Product Titles and Descriptions

This section displays all the available translations of the title and the description of the product. By selecting the small arrow at the end of the line, the application displays all the details about the stored information reffering to the selected language. In the top of the panel there is the Legend that describes the status of the translations.

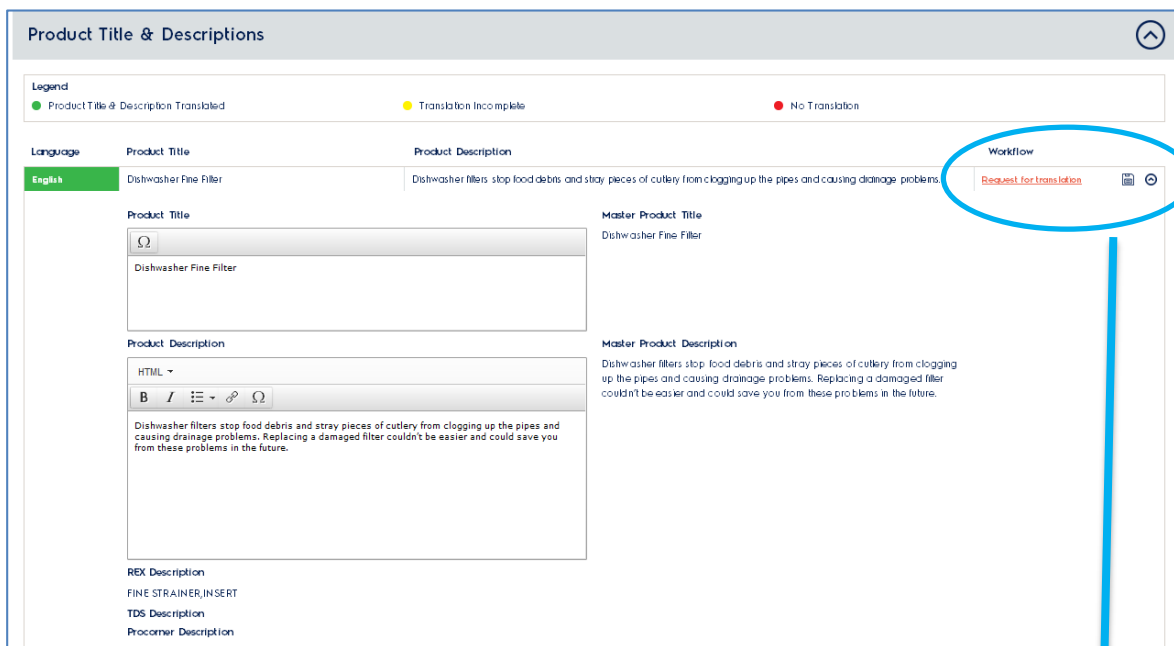


Figure 13: product titles and descriptions details

In the left column there are all the saved information and in the right column the user can edit the data using wysiwyg boxes. At the bottom of the panel, for each language, are present the REX and the TDS descriptions retrieved by the DB. These fields cannot be editable.

Workflow column

This column displays the link to send a request of translation. All the Translators which have that language assigned will receive a notification email.

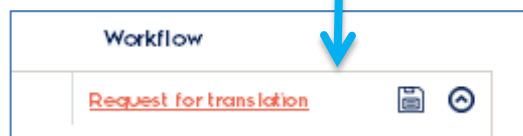


Figure 14: Workflow column

7.2 Price, availability, sales and disclaimers

This section displays several data related to the product (as price and availability) divided by country. In this case, the following figure shows only one country: UK.

Price, Availability, Sales & Disclaimer

Legend ✓ Available ✗ Not Available


Country	Prices			Available in the webshop			Sales (12 Rolling months)				Disclaimer
	Euros incl VAT	Currency incl VAT	Currency exc VAT	Visible in the webshop	Part available in catalogue	Stock	Total	Electrolux	AEG	Zanussi	
United Kingdom	22.5	22.5 EUR	22.5 EUR	✓	✓	1329696	9720	9720	9720	9720	✓ 

Figure 15: price, availability sales and disclaimers panel

By selecting the last icon of the row, the user can edit the Disclaimer assigned to that product (the Disclaimer can be edited only in the Maintenance module - available only for Administrators).

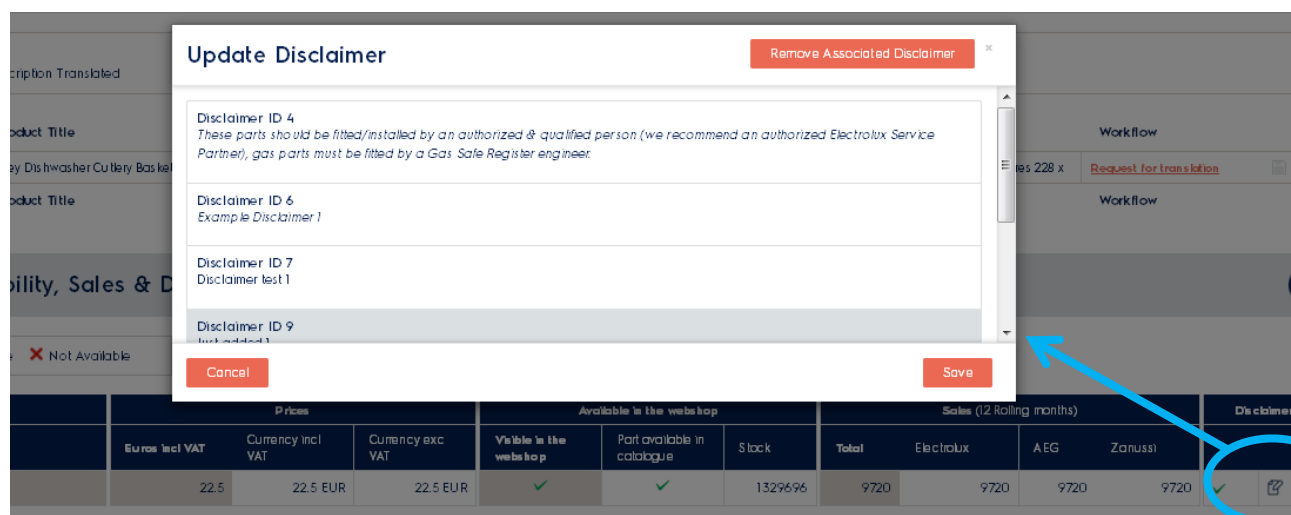


Figure 16: edit Disclaimer section pop up



7.3 Shop Level

The following figure displays the shop level panel.

This section is composed by multiple tabs:

- Sales and ranking (as in figure)
- Video
- Cross sell & Up sell
- SEO

The screenshot shows the 'Shop Level' panel. At the top, there is a header 'Shop Level' with a refresh icon. Below it, a 'Select a Shop' dropdown is set to 'United Kingdom + AFR + English'. A blue oval highlights the four tabs: 'Sales & Ranking', 'Video', 'Cross Sell & Up Sell', and 'SEO'. Below the tabs, on the left, is a 'Ranking 40' section with a 'Ranking Override' dropdown set to '5'. To the right is a table with two columns: 'Month' and 'Quantity Sold'.

Month	Quantity Sold
January	10
February	15
December	15
Total 40	

Figure 17: Shop level



Figure 18: Shop Level tabs

8 **MAINTENANCE**

Maintenance section is available only for Administrators and is composed by the following modules:

- Manage users
- Categorisation Maintenance
- Dictionary
- Video type
- History
- Cross sell and Up sell
- Disclaimer
- Bulk upload
- Standard reports

8.1 **Manage users**

In this module, administrators can create, edit, deactivate or delete users.













<div>  <div>Electrolux AEG Zanussi</div> <div>EMEA Parts & Accessories Webshops</div> <div>Content Management System</div> </div> <div>SEARCH PRODUCTION MAINTENANCE</div> <div> Alberto Ticini  Logout </div>						
Maintenance > Manage Users						
<div> Manage Users Create User </div>						
Name	Email	Company	Role	Preferred Language	Product Line(s)	Active
Daniela Begotti	d.begotti@lutech.it	Lutech	Content Creator	Italian	CC, DP, DT, KP	
Shilton Jajo	S.Jajo@dotgroup.co.uk	Dot Group	Administrator, Content Creator, Country User, Translator	English	DP	
Helen Liggat	helen.liggat@powa.com	Powa	Administrator	English	CC, DP, DT, KP	
daniela maccarini	d.maccarini@lutech.it	Lutech	Country User	English	DP	
Antonio Montalto	a.montalto@lutech.it	Lutech	Administrator, Translator	English	DT, KP	
Nicola Nicodemo	n.nicodemo@lutech.it	Lutech	Translator	Italian	CC, DP, DT, KP	
Shaimil Patel	s.patel@dotgroup.co.uk	Dot Group	Administrator	English	CC, DT, KP	
Ilaria Reale	ireale@lutech.it	Lutech	Translator	English	DP, KP	
Alex Stocchi	a.stocchi@lutech.it	Lutech	Administrator, Content Creator	English	CC, DT	
Alberto Ticini	a.ticini@lutech.it	Lutech	Administrator	English	CC, DP	
<div>1 2 ></div>						

Figure 19: Manage user panel

8.2 Categorisation maintenance

This module shows the existing categories tree and by this page the administrator can edit the structure of the categories, moving, adding or renaming category.

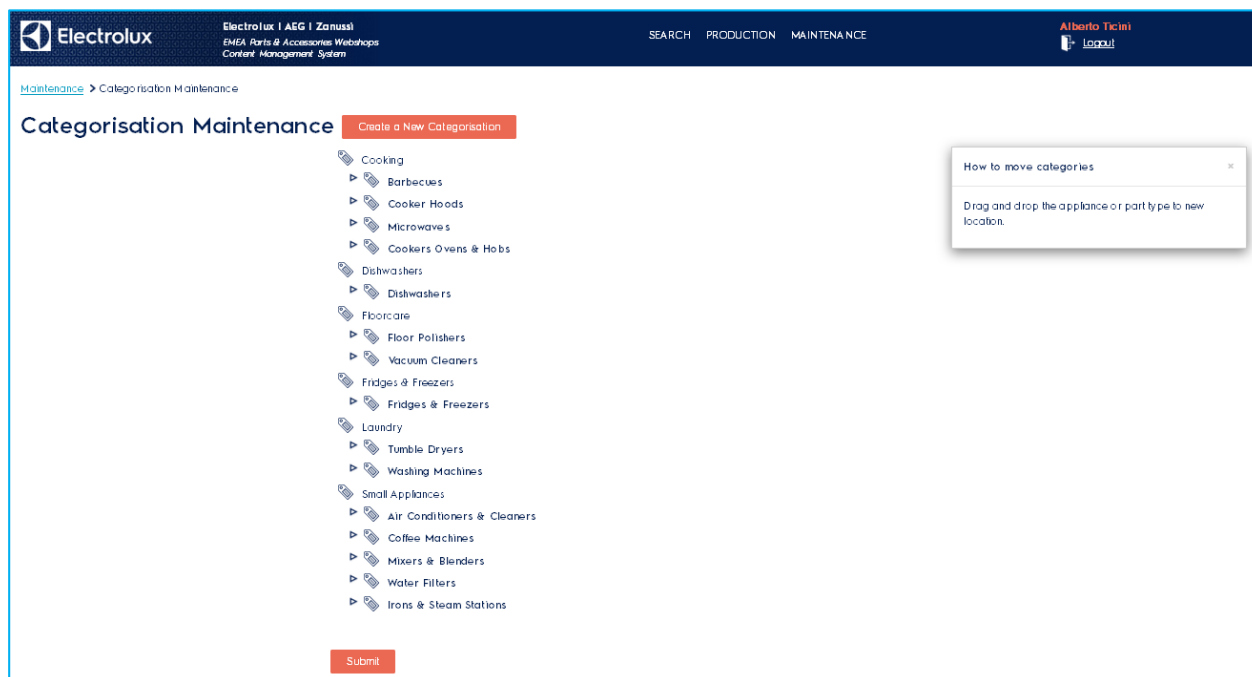


Figure 20: categorisation maintenance

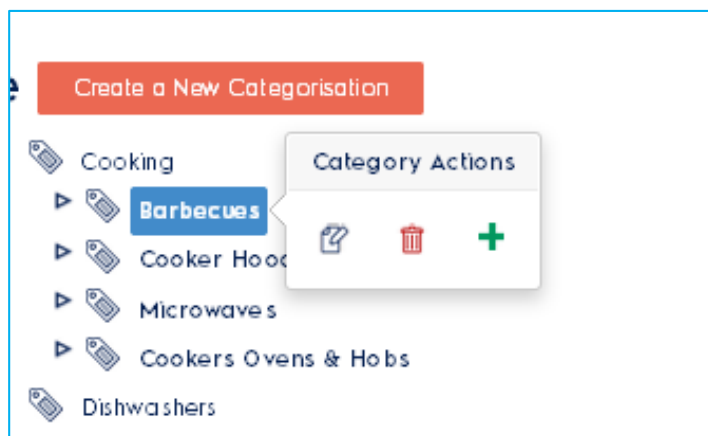


Figure 21: Category option

8.3 Dictionary

This module allows the administrator to search, create or edit words.
Each words is translated in all the languages.

Dictionary

Create New Word

Please, type a letter or a word to navigate through the dictionary

Word

Aaaaaaa (Present in categories)
Access (Present in categories)
Arrow (Present in categories)
AWord (Present in categories)
bbba
dsvadsv (Present in categories)

Word: Access

Czech	Accesses	Danish	Access
Dutch	Access	English	Access
Finnish	Access	French	Access
German	Access	German-Swiss	Access
Hungarian	Access	Italian	Access
Norwegian	Access	Polish	Access
Portuguese	Access	Slovak	Access
Spanish	Access	Swedish	Access

Figure 22: Dictionary section

8.4 Video Type

This module lists all the video used among the products.
The administrators can insert and remove video type.
To assign a video type to a SKU, the user should go un the product master details of the SKU.

Video Type

Add a Video Type

Find a Video Type

Video Type Language Brand URL

Video Type	Language	Brand	URL
New Video Type	Czech	AEG	yes
New Video Type	Czech	Electrolux	szz
aaa	Czech	Electrolux	aaaa
aaaa	Danish	Electrolux	dgfweg
aaaa	Dutch	AEG	bbbb
Add	Italian	Electrolux	trtôgt
Add	Italian	Electrolux	gy
Add	Italian	Electrolux	trtôgtg
AEG CES Videos	Danish	AEG	jjgg

Figure 23: Video type list



8.5 History

History shows the lists of the activities made by the selected user.

History			
Select a User <input type="text" value="Alberto Ticini"/> <input type="button" value="Submit"/>			
Results for: Alberto Ticini			
Show 25 - 50 - 100 results per page			Total: 526 results
SKU	Date	Field	
1110309984	11/06/2015 - 11-27	UpSellSKUs	1118949500,1173419001,1174709004,1118131000
1110309984	11/06/2015 - 11-27	CrossSellSKUs	1503218008,1118131000,1503254037
1110309984	11/06/2015 - 11-28	UpSellSKUs	1118136009,1173419001,1174709004
1110309984	11/06/2015 - 11-28	CrossSellSKUs	1118136702,1503218008,1503254037
1110309984	11/06/2015 - 11-27	CrossSellSKUs	1503218008,1503254037
1110309984	29/05/2015	OverrideSEODescription	AEG SPRAY ARM-G GP

Figure 24: History module

8.6 Cross sell and Up sell

This module allows the administrator to edit cross sell upsell options.

Cross Sell and Up Sell	
Please, select a shop and a category in order to display SKUs.	
Select a Shop <input type="text" value="Select a Shop"/>	Select a Category <input type="text" value="Select a Category"/>
Cross Sells <input type="button" value="Print"/>	
Find a SKU <input type="text" value="0"/> <input type="button" value="Search"/>	
All Products	Products Included
<div></div>	<div></div>
<input type="button" value="➤"/>	<input type="button" value="➤"/>
<input type="button" value="➤"/>	<input type="button" value="➤"/>
Order <input type="button" value="Up"/> <input type="button" value="Down"/>	

Figure 25: Cross sell/Upsell option

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8.7 Disclaimer

This module allows the administrator to edit, delete or to create a new Disclaimer.
To assign a Disclaimer to a SKU, the user should go to the product master details page.













Disclaimer Create New Disclaimer				
Disclaimer Type	Master Disclaimer			
4	These parts should be fitted/installed by an authorized & qualified person (we recommend an authorized Electrolux Service Partner), gas parts must be fitted by a Gas Safe Register engineer.			 
6	Example Disclaimer 1			 
7	Disclaimer test 1			 
9	Just added 1			 
10	Just created Disclaimer			 
11	Brand new disclaimer to be deleted			 

Figure 26: Disclaimer module

8.8 Bulk upload

Bulk uploads module allows the administrators to execute bulk uploads about different items:

- Images
- Categorisation
- Product descriptions
- Video type
- Disclaimer

In this page administrators can find the template for each kind of upload and under the upload form he can view all the uploaded files.

Bulk Uploads

This section allows to upload files in a csv format using specific templates to compile. Please select one of the following tabs to download the template before the upload step.

Images


Categorisation

Product Descriptions

Video Type

Disclaimer

Select the file to upload



Upload

[Template for Images Bulk Upload](#)

Uploaded Files List

Total: 1 results

File Name	Type	Upload Date	Upload Status	Upload Creator
Disclaimer_BulkUpload_Template.csv	Disclaimer	28/04/2015 16:09	1 of 1 lines success	Alberto Ticini

Download to Excel

Figure 27: Bulk uploads module



8.9 Standard reports

Standard reports permits to view different kind of reports:

- New SKU reports
- Replacement parts reports

Standard Reports

View New SKU Reports

Generate new SKU report page by clicking below

New SKU Reports

View Replacement Parts Report

Generate replacement parts report by clicking below

Replacement Parts Report

Figure 28: Standard reports module

New SKU Report **Replacement Parts Report**

Show 25 - 50 - 100 results per page **Total: 2 results**

Created Date	SKU	Product Line	Part Group	Web Name
01 gen 0001	111111111	AAA	AAA	AAA
01 gen 0001	222222222	BBB	BBB	BBB

Download to Excel

Figure 29: New SKU Report

Replacement Parts Report **New SKU Report**

Show 25 - 50 - 100 results per page **Total: 2 results**

Replacement Date	Old SKU	Old SKU Web Name	Old SKU Product Line	New SKU	New SKU Web Name	New SKU Product Line
01 gen 0001	111111111	AAA	AAA	999999999	ZZZ	ZZZ
01 gen 0001	222222222	BBB	BBB	888888888	WWW	WWW

Download to Excel

Figure 30: Replacement Parts Report



9 PRODUCTION

Production section is another top navigation menu item available only for Administrators. In this section the administrators can manage new SKU:

- Add a new SKU

By this section Administrators can add new SKU to the system. Once a new SKU is added, it can be searched by the search form (and can be deleted by the other section of this module)

Add A New SKU

SKU

Product Title

Product Description

HTML ▾

B *I*

-

[Link](#) [Unlink](#)

Figure 31: Add new SKU - first step

- Delete SKU

By this section Administrators can delete the SKU added following the Add new SKU steps.

Delete SKU

Quick delete a SKU

Show 25 - 50 - 100 results per page Total: 100 results

SKU	Product Title	Product Line	Part Group	
1110309984	Dishwasher Upper Spray Arm Assembly	KP	4824	
1118131000	Dishwasher Spray Arm	KP	4824	
1118136009	Dishwasher Lower Spray Arm	KP	4824	
1118136702	Dark Grey Dishwasher Lower Spray Arm	KP	4824	
1118228004	Grey Dishwasher Cutlery Basket	KP	4824	
1118347002	Dishwasher Height Adjustable Wheel Support	KP	4824	
1118401700	Dark Grey Dishwasher Cutlery Basket	KP	4824	
1118750106	Dishwasher Fine Filter	KP	4825	

Figure 32: List of SKUs that can be deleted – Delete SKU section

10 MY DETAILS

My details refers to the details of the logged in user.

This area is accessible by selecting the personal name in the upper right corner of the page, above the logout link.

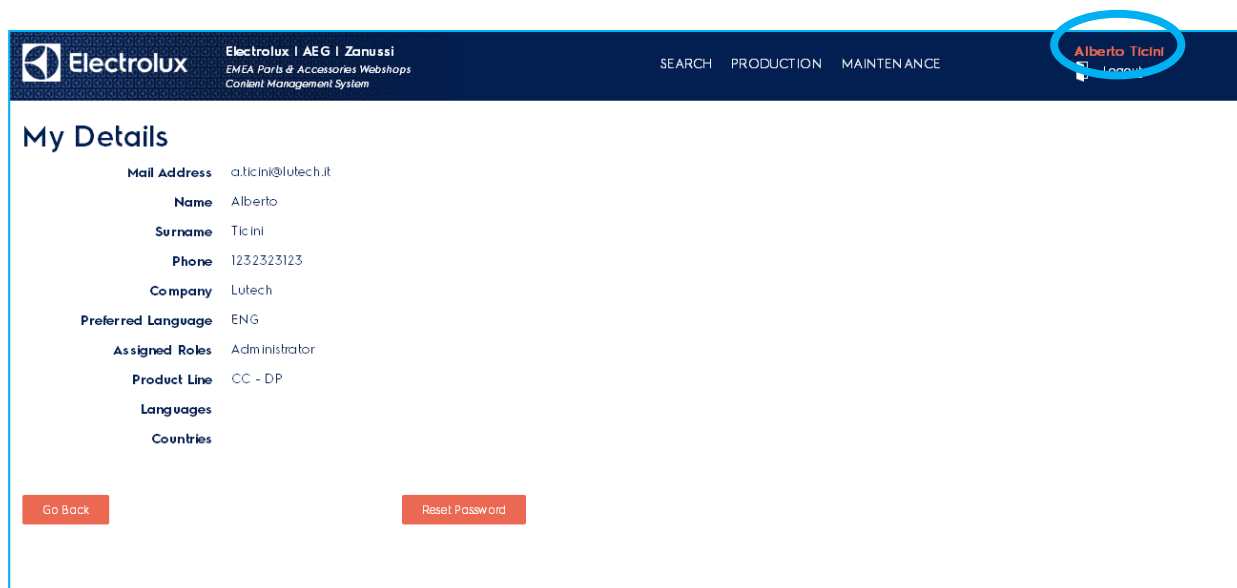


Figure 33: my details page

In this section the user can reset their password using the “Reset password” button.

11 FORGOT MY PASSWORD

If a user cannot remember his password, he can use “Forgot my password” link in the Login page.



Figure 34: Forgot my password

This link allows the users to reset their password. Following all the steps, he can login again to the application using the new password.